

AY03 STUDENT INFORMATION TECHNOLOGY PAPER AND ASSESSMENT

1. The purpose of this paper and survey is to:

a. Provide an overview of automation capabilities and services available while you are at the U.S. Army War College (USAWC); and

b. Assess your level of computer knowledge and help you prepare for the USAWC residency program; and

c. Provide the data to refine the Automation for Executive Management Program (AEMP) to meet your needs and assist the USAWC in identifying and providing automation-training resources.

2. The AEMP is a program designed to assist USAWC and Carlisle Barracks personnel in developing a greater understanding of the technology critical for managing information in today's defense environment. A key objective of the AEMP for supporting USAWC students is to provide an environment to increase student personal computer (PC) proficiency.

3. Many exciting, state-of-the-art information technologies exist at the USAWC and are available for your use. You can electronically prepare graphic and data presentations and papers, share information electronically with other seminar teammates and instructors, and store completed work on network servers for quick retrieval.

4. The USAWC has Pentium-class PCs available for your use. These computers are located in the seminar and study rooms and in a leading edge Computer Education Center. The standard software loaded on these machines is Windows 2000, Microsoft (MS) Office 00 (Word, PowerPoint, Excel), Access 97 and 00, Outlook 00, Internet Explorer, and Netscape Navigator. Although computer proficiency computer-based tutorials are available throughout the academic year, you are strongly advised to seek training opportunities on these software packages **before** your arrival at the USAWC. Upon arrival at the USAWC, students are encouraged to access the on-line tutorials available for USAWC Network Basics, Windows 98/00, MS Word 00, PowerPoint 00, Outlook 00, and Excel 00. These tutorials will provide you the basics you need to use the information technology at the USAWC.

5. Access to the USAWC Local Area Network (LAN) is available primarily through the PCs in seminar and study rooms, Computer Education Center and USAWC Library. Alternative access can be

gained from home using your personally owned PC if it meets these minimum recommended requirements: Microsoft Windows based operating system, Windows 95/98/ME/2000, 56K modem, Internet Explorer 5.5x or Higher, with all security updates and 128 bit high encryption, 32 MB of Ram (Or More), on a Pentium 166 MHZ (or higher). Must have a current Virus checker and the ability to keep it updated, and Outlook 98 or higher. Instructions to access the USAWC LAN from your home PC will be available soon after your arrival. Students who have an Internet Service Provider (ISP) and Microsoft Internet Explorer can use their ISP to access their USAWC email and shared files.

6. Point of Contact for the Computer Education Center, USAWC, is the Help Desk, DSN 242-4213 or Commercial (717) 245-4213; E-Mail: HelpDesk@carlisle.army.mil.

RANK: _____ (Please print legibly!)

FIRST MI LAST NAME: _____

DATE: _____

1. Do you own or plan to purchase a Pentium-class IBM-compatible PC before or after arriving at the War College?

Yes No

2. Do you plan to bring this PC with you?

Yes No

Please fill out the following questions using these **sample functions** as a guide for the skill levels. If there is more than one software version given, indicate the highest skill level regardless of the version.

Beginner can do basic functions such as:

minimize and restore windows;
address/create/send messages.

Intermediate can do functions such as:

use File Manager or Explorer to create directories/folders, move files;
send and receive attachments.

Advanced can do functions such as:

install or upgrade Windows drivers;
customize SmartIcons and User Setup.

3. Please rate your current skill level on **Windows 95, 98 or NT**.

Never Used	Beginner		Intermediate		Advanced
1	2	3	4	5	6

4. Please rate your current skill level on using **Microsoft Mail, Outlook, or Exchange**.

Never Used	Beginner		Intermediate		Advanced
1	2	3	4	5	6

Beginner can do basic functions such as:

create, save, enhance, print documents, add endnotes and page

numbers, change views;
create slides, change layouts, enhance text, print different layouts;
formulas, use automatic entry and fill handle, add headers and footers.

Intermediate can do functions such as:

add tables, insert images, and graphs;
add clipart and objects, create organization charts and tables;
create charts, work with multiple worksheets, create a database in Excel.

Advanced can do functions such as:

create Table of Contents, do merges, and create forms and templates;
branch to other presentations or applications, add sound and video clips;
use functions, pivot tables, and macros.

5. Please rate your current skill level on **Microsoft Word 95 or 97 or 2000**.

Never Used	Beginner		Intermediate		Advanced
1	2	3	4	5	6

6. Please rate your current skill level on **Microsoft PowerPoint 95 or 97 or 2000**.

Never Used	Beginner		Intermediate		Advanced
1	2	3	4	5	6

7. Please rate your current skill level on **Microsoft Excel 95 or 97 or 2000**.

Never Used	Beginner		Intermediate		Advanced
1	2	3	4	5	6

Beginner can do basic functions such as:

load ISP software, use email and web functions;
point and click to different internet locations;
create, edit, print worksheets, build and protect flexible.

Intermediate can do functions such as:

download and configure a different web browser;
go to different sites using IP address, doing simple searches,
save bookmarks.

Advanced can do functions such as:

download and add plug-ins;
obtain information using numerous search engines.

8. Please rate your current skill level on personal On-line **Internet Service Providers** such as America On-line, CompuServe, or AT&T.

Never Used	Beginner		Intermediate		Advanced
1	2	3	4	5	6

9. Please rate your current skill level on using an **Internet Browser** such as Netscape, Internet Explorer, etc.

Never Used	Beginner		Intermediate		Advanced
1	2	3	4	5	6

10. Do you plan to use a commercial Internet Service Provider when you arrive at the U.S. Army War College?

Yes	No
-----	----

Please return this survey to the USAWC, Computer Education Center, ATTN: USAWC CEC, Carlisle, PA 17013 or via E-Mail: HelpDesk@carlisle.army.mil / FAX 717-245-3146 or DSN 242-3146, NLT 15 May 2002.

Thank you for completing this survey.